

**Place of Assignment :****Position Title :** Administrative Assistant I**Plantilla Item No. :** PMSB-ADAS1-33-2011**Salary/Job/Pay Grade :** 7**Monthly Salary :** Php 17,899.00**Eligibility :** Career Service (Sub-Professional)/ First Level Eligibility**Education :** Completion of two-year studies in college or High School graduate with relevant vocational trade course**Training :** None required**Work Experience :** None required**Competency :** N/A**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing and attach the following documents to the application letter to the PMS Secretary (indicate position/s applied for):

**Documents:**

1. Two (2) copies of fully accomplished and recently updated Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017), thumbmark, date and signature on every page, and Work Experience Sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Application Form downloadable at [pms.gov.ph/index.php/careers](http://pms.gov.ph/index.php/careers) (one form per position applied for);
3. Performance rating (July to December 2021), if applicable, signed by the office head/supervisor/HR official (for external) and by the unit head (for PMS applicants) ;  
Government personnel should have obtained at least a Very Satisfactory performance rating.
4. Authenticated certificate of eligibility/rating/professional license;
5. Certified true copy of Transcript of Records;
6. Certified true copy of Diploma;
7. Certificates of relevant training (as applicable); and
8. Actual duties and responsibilities in their latest position (if applicable), signed by their office head/superior/HR official
9. For applicants of SG 24 and above, certification from authorized personnel that the applicant is performing supervisory functions (include specific period and number of subordinates)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

CLEMENCIA A. CABUGAYAN

Assistant Secretary for Institutional Support and concurrent Officer-In-Charge, Office of the Director,  
SHRDS

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** August 11, 2022

**Closing Date :** August 21, 2022